

U.S. Embassy  
686 Old Bagamoyo Road  
Dar Es Salaam, Tanzania

October 30, 2014

REQUEST FOR QUOTATION for **PR3836102 - GARDENING SERVICES FOR 9 TOURE DRIVE AND 285 TOURE DRIVE**

Dear Vendor,

The Embassy of the United States of America invites you to submit your quotation for the services shown below.

Your quotation must be submitted by **1100 hours local time on November 19, 2014**.

A site visit will be scheduled at 9 Toure Drive (at 1030 hours) and 285 Toure (at 1130 hours local time) **on November 12, 2014**.

Electronic address for submission is [darprocurementbid@state.gov](mailto:darprocurementbid@state.gov). Electronic submissions only, please.

-On the e-mail's subject line, state that the submission is for **PR3836102 - GARDENING SERVICES FOR 9 TOURE DRIVE AND 285 TOURE DRIVE**

-On your attached quotation, state that the quotation is for **PR3836102 - GARDENING SERVICES FOR 9 TOURE DRIVE AND 285 TOURE DRIVE**

The US Government intends to purchase the lowest priced technically acceptable service.

All vendors receiving awards over \$25,000 must be registered in the System for Award Management (SAM). When submitting your bids, write your SAM Registration information directly and clearly on your quotation.

We encourage all vendors which may bid either on this solicitation or in the future to start now and complete the SAM registration process. Registration will make the award process move much more smoothly and quickly. The registration process is not difficult, provided all instructions are followed carefully. Please see our Embassy Contract Opportunities web page for details or call us if you have questions

Any questions regarding this Request for Quotation must be directed to the Procurement Section +255-22-229-4138 during office hours.

Sincerely,

The Contracting Officer

# U.S. Embassy

*PR3836102 - GARDENING SERVICES FOR 9 TOURE DRIVE AND 285 TOURE DRIVE*

## **a) Supervisory Tasks:**

1. Meet with the COR or his representative to coordinate all scheduled work.
2. Contractor must familiarize themselves with the lawn, trees, shrubs, ground cover, potted plants, planting beds, equipment and area surrounding the outside front and rear of TCMR.
3. Contractor must provide daily supervision for employees during the work.
4. Contractor must provide all chemicals, gardening equipment and tools for employees during the work including brooms, rakes, shovels, clippers, lawnmowers, trimmers, hoses, hose fittings, and hose sprayers. All chemicals to be approved by the Contracting Officer Representative (COR).
5. Contractor to provide detailed plan with electronic AutoCAD drawing of complete gardening/landscaping plan denoting all garden/landscaping elements and detailed daily, weekly, monthly, quarterly, semiannual and annual tasks and requirements.
6. Degreed horticulturist is to be available as needed for subject matter expertise.

## **b) Landscaping Tasks:**

### **1. Lawn Care:**

(1) All turf/grass areas shall be mowed weekly during the active growing season, and as needed the remainder of the year. The goal is that no more than 1/3 of the leaf blades are removed per mowing. The grass to be replaced as needed.

### **2. Edging/Trimming**

(1) All edges along streets, driveways, sidewalks, steppingstones, planting beds, around trees and other structures shall be edged every mowing.

### **3. Fertilizing:**

(1) All turf/grass area to have a layer of new dirt applied to the top and the turf/grass to be fertilized with manure 6 times per year as a guideline. In some cases more or less application may be required depending on annual weather and turf species. All fertilizers and application schedules must be approved by the COR.

### **4. Spraying:**

(1) Insect Control: All turf/grass will be monitored during maintenance program to ensure early detection of existing or anticipated problems. Contractors must focus on maintaining a healthy turf/grass. If insects are suspected of causing a problem with the plants, the contractor will contact the COR and suggest a method of pest management to maintain a healthy turf.

(2) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.

(3) Weed Control: COR approved treatments will be applied as necessary during the hotter months as required by herbicide labeling.

#### **5. Summer Over seeding:**

(1) Contractor may be required to over seed turf to maintain green color during summer heat as required by herbicide labeling. This depends on the species and location of the turf.

#### **6. Tree Care**

(1) Trimming:

(a) Woody Type: Woody type trees should be allowed to form a natural canopy head.

(i) A clear trunk of approximately six (6) feet in height will be provided to allow shade and good visibility.

(ii) Sucker growth, considered to be all new shoots that appear at the base of the tree trunks or limbs below the foliage canopy will be removed.

(iii) Any limbs removed from trees must be removed at the shoulder to insure proper overgrowth of bark and protection from core rot.

(b) Palms: To be trimmed as needed to keep clear of all obstacles. All the dead fronds are to be removed as soon as stems turn brown. Seedpods will be removed after the flower has set to seed to discourage unnecessary growth of additional seedpods.

(c) Tree crowns/canopies, including those thirty feet (30ft) above the ground and higher, are included in this contract

(d) Tree Fertilizing: Trees to be fertilized 2 times per year as a guideline. Other nutritional supplements will be added if a deficiency exists.

(e) Spraying: All trees will be monitored during maintenance period to ensure early detection of existing or anticipated problems.

(i) Contractor program to focus on maintaining healthy plants that stimulate their natural defense system.

(ii) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.

(iii) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.

(iv) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.

(f) Stakes & Guying: Newly planted trees with existing stakes and guides will be kept adjusted for the appropriate time period. A buffer will be used on all guy wiring to insure that the trees are not damaged by the guy.

(2) Trees to be replaced as needed.

## **7. Shrub Care**

(1) Trimming: Proper pruning techniques are to be used to maintain the most appealing look of all shrubbery. Heading back, thinning, and shaping will be performed as needed

(2) Fertilizing: All shrubs should be fertilized 3 times per year. In some cases more or less applications may be required depending upon the annual weather and plant species.

(3) Spraying: All shrubs will be monitored during this maintenance program to ensure early detection of existing or anticipated problem. This gardening program focuses on maintaining healthy plants that stimulate their natural defense system.

(a) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.

(b) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.

(c) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.

(4) Stakes & Guying: Newly planted shrubs with existing stakes and guides will be kept adjusted for the appropriate time period.

(5) Shrubs are to be replaced as needed.

## **8. Ground Cover/ Vine Care**

(1) Trimming: Proper pruning techniques are to be used to maintain the most appealing look to all groundcover/vines. Heading back, thinning, and shaping will be performed as needed. Ground cover/vine are to be replaced as needed.

(2) Fertilizing: All groundcover/vines to be fertilized 3 times per year. In some cases more or less applications may be required depending upon the annual weather and plant species

(3) Spraying: All groundcovers/vines will be monitored during this maintenance contract to ensure early detection of existing or anticipated problems. The contractor program should focus on maintaining healthy plants that stimulate their defense systems.

(a) NO/NO applications of pest control products will be done without the written approval of the COR PRIOR to application. No Exceptions.

(b) However, if pests become a problem, the contractor will recommend to the COR a method to maintain a more natural balance.

(c) COR MUST approve all applications of insect (pest) control chemicals PRIOR to application. No exceptions.

(4) Stakes & Guying: Vines requiring guiding with eye hooks will be installed at owners request and billed on a material basis. Copies of receipts will be attached to monthly invoice.

### **9. Planting Bed Care:**

(1) Maintenance: Planter beds will be maintained reasonably free of weeds using manual hand pulling removal methods. Contractor may request permission in writing from COR to use approved herbicides to control weed growth in open areas.

### **10. Potted Plant Care:**

(1) Pots will be maintained on day of service. This includes hand weeding, pruning, fertilizing, insect control and hand watering as needed. NOTE: Broken or cracked Pots to be noted and information pass onto the COR.

### **11. Annual Care**

(1) Maintenance: All annuals will be maintained in good health and appearance. Annuals will be installed two times per year spring and fall months. Contract includes routine replacement. Discuss annual preferences with COR.

### **12. Mulch**

(1) Maintenance: All areas where mulch is to be used or present at acceptance of contract shall be top dressed with one inch of mulch. The Mulch type is to be coconut chips.

(2) This service to be performed once a year and scheduled during the months of October through December.

### **13. Hardscape Areas**

(1) Concrete/Pavers/Shell/Gravel/Tile: Maintenance: All areas will be blown and/or raked of debris on day of service. All weeds will be hand pulled or chemically treated. Areas requiring additional shell/gravel will be installed at U.S. Government request.

### **14. Embassy Instructions**

#### **15. WORK STANDARDS:**

(1) This Statement of Work requires the awarded contractor to provide qualified workers. Two fully trained workers with minimum 5 years' experience with gardening/landscaping is required at each official residence.

(2) ***The contractor shall furnish required Personal Protection Equipment, and properly supervise all site personnel.***

(3) ***ALL contractor personnel will report to work in clean matching uniforms provided by the contractor. The uniforms will have the person's name and the name of the contractor (company) on the shirt.***

(4) Contractor shall submit with their proposal personnel qualification statements describing the type of work performed, equipment worked, etc.

(5) Provide only certified gardeners to be conducting service at this properties. These are to be fully experienced workers and be subject matter experts while performing tasks and maintaining the grounds and gardening. The gardeners are not to be common laborers at large.

#### **16. Other Site Work Required:**

(1) The Embassy will provide 2 water tanks specifically for gardening at 9 Toure and 285 Toure. The Contractor will check the water level in storage tanks daily prior to commencing work and at the end of the day. If DAWASCO does not provide sufficient water for the gardening tanks, Contractor is to assume responsibility for water delivery up to 410 deliveries per year. 410 deliveries is calculated as follows: 240 deliveries per year per house, minus 15 weeks of rainy seasons = 41 weeks x 205 trips per house = 410 water deliveries for both houses.

(2) All work shall be completed in accordance with this statement of work, specific task/delivery order requirement and in accordance with manufacture instruction

(3) All areas outside the perimeter security walls are to be maintained to pristine condition.

#### **17. Service Interruptions:**

(1) The contractor shall plan, coordinate, and schedule all work which will cause noise, dust, and/or an interruption in service (loss of use) for TCMR compound areas with the COR or his representative.

(2) Notification of all planned maintenance work must be made to the Contracting Officer's Representative (COR).

(3) Notification shall include the hours and dates of the service interruption and must be made AT LEAST 48 hours in advance.

(4) The contractor must schedule work to maintain flexibility since maintenance work may not be granted on the date(s) requested.

#### **18. Site Restoration:**

(1) The contractor shall ensure that the gardening areas receiving this work shall be left in a condition acceptable to the COR

#### **19. Disposal of Material:**

(1) The contractor shall be responsible for the disposal of all trash created while performing this work statement.

(2) The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

**20. Safety:** Safety is the highest priority U.S. Embassy Projects. The contractor shall direct all those under his charge to work safely. Weekly Safety Meetings shall be held among On-Site Contractor Personnel, and Safety concerns shall be brought to the attention of Facility Maintenance.

**21. Requirements and Deliverables:**

**(1) The Contractor must submit a list of personnel with ID type and numbers to the COR within 1 week of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the TCMR and commencement of work. Security clearances may take several weeks to more than a month.**

(2) A Site Visit will be organized on Wednesday, October 29 at 1030 hours. The vendors have to send the names of participants to the following email [DarProcurementbid@state.gov](mailto:DarProcurementbid@state.gov) by no later than .

(3) The Contractor must notify the COR, in writing, within 1 week of award all tools and chemicals they will use in this contract.

(a) The site visit report must outline site conditions, note discrepancies, operational condition of equipment, and related safety concerns.

**(4) Work reports:**

(a) The Contractor shall provide a summary report monthly, after the initial site visit and each month after during the duration of the contract, delivered to the COR.

(i) The report must include verification of SOW completion, equipment/tool status for the month, any outstanding discrepancies that were not corrected under this site visit.

(ii) Provide a section on chemicals used and the dates those were used.

(b) The selected contractor shall provide assessments, monthly inspections, and recommendations for any equipment/materials used found to be defective, or otherwise deemed hazardous.